



Vietnam Veterans of America, Inc.
Plymouth-Canton Chapter #528
P.O. Box 6319 • Plymouth, MI 48170



Finance Policy Letter

- 1)** Chapter 528 shall conform to all Federal, State and Local Laws and within the limitations set forth in these By-Laws and VVA Constitution.
- 2)** The Finance Committee is responsible to perform an audit of the Chapter's finances once each year sometime after the end of the 1st quarter of the current calendar year and must present the results at the June, Board of Directors Meeting. The Chapter shall then file an annual financial report with its State Council and with the Corporation in a format to be specified by the Corporation at the close of its fiscal year, no later than July 15th; as prescribed in VVA Constitution.
- 3)** The Chapter President, Vice-Presidents, Treasurer, or any other officer designated by the Board, shall be authorized to sign checks and drafts. Any officer so authorized shall be covered by a Chapter fidelity bond or other surety for the faithful discharge of the above duties in such sum and with such surety as the Board may determine, the expense of which shall be a charge to the Chapter. A bond may be dispensed with for any such officer upon his or her written request to the Board of Directors of the Corporation and its consent thereto.
- 4)** Copies of all bonds or other sureties, obtained as a result of the requirements of the National Constitution or otherwise, shall be filed, together with any renewal thereof, with the Corporation; as prescribed in VVA Constitution.
- 5)** Donation Request Policy Letter, Fundraiser Policy Letter, Travel Policy Letter and /or Funeral Policy Letter are to be followed when requesting funds from the Chapter.
- 6)** The fiscal year of the Chapter shall commence on the first day of March and end on the last day of February in each year.
- 7)** In the event that the Vietnam Veterans of America Chapter 528, Plymouth-Canton/Wayne County, Michigan should be dissolved, all funds in the treasury would be turned over to the Vietnam Veterans of America State Council of Michigan. If for some reason this cannot be accomplished, said funds will be turned over to the Vietnam Veterans of America National Office.

Revision History:
Rev. 01: 05-11-15